

Minutes of the DQAC – Meeting M-3

Name of the meeting: DQAC Department Meeting	Date: 23/10/2018
Name of the Facilitator: HoD	Time: 4.00 pm
Meeting type: Scheduled	Venue: Electrical Dept.
Attendees	
Prof. Robins Anto – HOD, EEE	Mrs. Vincetha P. Joseph
Mr. Resmara S.	Mrs. Rinu Susan Roy
Mrs. Sherin Samuel	

AGENDA: CO-PO Mapping, Examination Reforms

S#	Decision	Responsibility	Scheduled Date
EEE/DQAC / M3-01	Vision and mission, Programme outcomes, PSOs, PEOs, PI of the department was approved		
EEE/DQAC / M3-02	HoD has asked all the faculties to put the question papers as per Aicte examination reforms.	Concerned faculty member	
EEE/DQAC / M3-03	All the faculty members were given information to do co-po mapping.	Concerned faculty member	
EEE/DQAC / M3-04	The committee decided to re - constitute the question paper scrutiny members to check the quality of question papers for internal series tests.	Prof. Griesh R Prof. Fini Fathima	
EEE/DQAC / M3-05	All the faculty members were instructed to complete the course files for external audit as per the schedules.	Concerned faculty member	

Prepared By: Mrs. Vincetha P Joseph Date: 23/10/2018

Reviewed By: Prof. Resmara S, DQAC COORDINATOR Date: 25/10/2018

Approved By: Prof. Robins Anto, HoD, Chairperson, DQAC Date: 25/10/2018

Actions Taken

1. Question paper scrutiny committee formulated
2. CO-PO mapping was done by all faculty members.
3. Course files were verified before external audit.

